

J. B. INSTITUTE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF ARTIFICIAL INTELLIGENCE & DATA SCIENCE,

DEPARTMENT OF COMPUTER SCIENCE ENGINEERING WITH DATA SCIENCE

PARENTS-TEACHERS MEETING REPORT

Date: 25th October 2025

Time: 9:30 AM – 4:00 PM

Venue: AI & DS, CSD Block

Total Parents Attended: 21

- **2nd Year AI&DS:** 7 parents
- **2nd Year CSD:** 6 parents
- **3rd Year AI&DS:** 3 parents
- **3rd Year CSD:** 4 parents
- **4th Year CSD:** 1 parent
- **4th Year AI&DS:** 0 parents

1. Pre-Meeting Communication:

- **Prior Notification:** Parents were contacted 10 days in advance through multiple channels (phone calls and messages) to ensure full participation. The reminders were sent through the official communication platform used by the College. These included the meeting time, agenda, and a note encouraging parents to attend for a discussion on their child's progress.
- **Reminders:** A final reminder message was sent 2 days prior to the meeting to reconfirm attendance and encourage punctuality.

2. Academic Reports and Results Presentation:

- **Individual Academic Reports:**
 - A detailed academic report was shared with each parent, outlining:
 - **Semester-wise results:** A thorough review of their child's performance across all semesters.
 - **Cumulative GPA:** Current GPA, showing an overall academic performance and trends over the years. Special attention was given to students with a GPA below the minimum requirement.
 - **Backlog History:** Where applicable, backlogs were highlighted, and parents were informed about the subjects or courses that needed special focus.
 - **Active Participation in Class:** Information about the student's participation in class discussions, group activities, project work, and any leadership roles they have taken in academic projects.
- **Internal Marks Breakdown:**
 - **Assignments:** A detailed list of marks obtained by students in their assignments, including feedback from the teachers.
 - **Quizzes:** Performance in quizzes, including areas where the student did well and areas for improvement.

- **Unit 1 & 2 Marks:** Marks obtained in the first two units of the current semester, providing a clear picture of the student's understanding and preparation for exams.

3. Placement and Campus Recruitment Training (CRT) Updates:

- **CRT Programs:**

- Parents were informed about the **Campus Recruitment Training (CRT)** programs that help improve students' chances of securing a job. These programs include:
 - **Interview Preparation:** Mock interviews, resume-building workshops, and guidance on industry-specific interview questions.
 - **Soft Skills Development:** Workshops on communication skills, teamwork, leadership, and professional etiquette.
 - **Aptitude and Technical Skills:** Coaching on various aptitude tests, coding challenges, and industry-specific technical assessments.
- Parents were encouraged to ask their wards to actively participate in these programs as they are crucial for students' employability.

4. Attendance and Regularity:

- **Attendance Encouragement:**

- A significant point of discussion was the importance of regular attendance in both theoretical classes and practical sessions. Parents were encouraged to monitor their child's attendance, as consistent attendance contributes greatly to understanding course material and achieving better academic results.
- **Tracking Attendance:** Parents were reminded that they can track their child's attendance via the student portal. Regular communication would be made to inform them of any absences.

- **Issues with Communication:**

- Several parents raised concerns regarding the communication of attendance information. They mentioned that they often do not receive updates about their child's absence or presence in class.
- We assured the parents that the issue would be addressed by improving the communication system to ensure better transparency and timeliness.

5. Parent Concerns and Complaints:

- **Lack of Information from Students:**

- Many parents expressed frustration about not receiving timely information from their child regarding college activities, attendance, and assessments.
- **Our Response:** We assured parents that we would work on creating a more open line of communication. We will encourage students to provide regular updates to their parents and will also ensure that parents receive timely information directly from the college.

- **Attendance Updates:**

- A concern was raised by parents about **not receiving attendance updates consistently** (both morning and noon attendance). They requested that this information be sent to them directly for better monitoring.

- **Our Response:** We promised that we would look into the existing system and implement daily updates for both parents and students regarding their attendance, starting from the next academic month.

6. Parent Suggestions:

A) Post Attendance Morning and Noon:

- **Suggestion:** Parents proposed that attendance be posted twice a day: once in the morning and once after noon. This would ensure they stay informed about their child's presence during college hours.
- **Our Response:** We agreed to implement this suggestion by updating the existing system to send automated attendance notifications to parents at both times. We also assured that this will improve parent awareness of their child's college activities.

B) Information Delivery Issues:

- **Suggestion:** Parents felt that they did not receive regular updates about important college events, assignments, or academic performance.
- **Our Response:** We assured parents that we would take immediate steps to enhance communication, including:
 - Sharing **academic notifications** through SMS, email, and the student portal.
 - Making sure **important messages** regarding exams, results, or college events are sent in a timely manner.

C) Mentoring and Follow-ups:

- **Suggestion:** Some parents requested more consistent mentoring for their children, with follow-up meetings to ensure academic success.
- **Our Response:** We committed to providing regular **mentoring sessions** with students, offering guidance on academic and career goals. Additionally, there will be follow-up meetings with parents if needed, to discuss progress and any areas of concern.

D) Information Sharing:

- **Suggestion:** Parents wanted to be regularly informed about their child's academic standing, upcoming exams, projects, and any college-wide notifications.
- **Our Response:** We agreed to implement a **systematic approach** to share academic reports, assignment deadlines, and exam schedules with parents. Notifications for college-wide events or important announcements will be sent regularly to both parents and students.

7. Next Steps and Action Plan:

- **Communication Improvement:** A comprehensive review of the communication system will be conducted to ensure timely and efficient updates to parents regarding attendance, academic performance, and college events.
- **Enhanced Mentoring:** We will continue to ensure that students are provided with proper academic support through mentoring. Teachers will conduct regular one-on-one

meetings with students, and feedback will be shared with parents as part of the progress monitoring.

- **Parent Engagement:** We will schedule **follow-up meetings** with parents, especially for those whose children may be facing challenges. Regular feedback will be sought from parents to make sure that they feel well-informed and supported.
- **Feedback from Students:** We will also ensure that students understand the importance of communication with their parents and encourage them to keep their parents updated regularly.

Conclusion:

The meeting proved to be a productive platform for addressing the concerns of both parents and teachers. Parents were given a clear understanding of their child's academic standing, areas for improvement, and the college's efforts to prepare students for placements. The concerns regarding communication and mentoring were addressed, and parents were reassured that steps would be taken to improve these areas moving forward.

We appreciate the participation and feedback from the parents, and we look forward to a continued partnership in ensuring the academic success and holistic development of our students.

Photo Gallery:

Parent- faculty interaction in presence of the HoD and student some of the phptos.



